



Access Training
and Computer
Services CIC

Basic IT Courses

Computer Basics

If you're new to computers or just want to update your skills, this course is ideal for you.

This course last for a maximum of 3 weeks.

This course covers many topics.

We will cover:

What is a computer.

Hardware and software.

Parts of a computer.

Buttons and ports on a computer.

Inside a computer.

Laptop computers.

What is an operating system.

Understanding applications.

Setting up a computer.

Getting started with your first computer.

Getting to know your computer's OS

We will briefly talk about connecting to the internet.



Computer Basics

Week one - hardware and software

In this weeks lesson students will learn the following outcomes:

What is a computer.

The different types of computers.

PCs and MACs

Hardware vs. software.

Parts of a computer.

Buttons and ports on a computer.

Inside a computer.



Computer Basics

Week two - applications

In this weeks lesson students will learn the following outcomes:

Laptop computers.

What is an operating system.

Understanding applications.

Setting up a computer.

Getting started with your first computer.

Getting to know your computers OS.



Computer Basics

Week three - using the internet

In this weeks lesson students will learn the following outcomes:

Connecting to the internet.

Getting started with the internet.

Understanding cloud computing.

This week students will also undertake an quiz to see how they progressed on this course



Computer Basics

Students can progress onto other courses in the basics criteria or if confident can move on to our intermediate courses. Our progression routes are below.

If the student progresses down the basics courses they will learn from the following courses:

- Windows basics.
- Internet basics.
- Email basics.
- Internet safety.

If the student decides to progress down the intermediate courses they will learn from the following courses:

- Intermediate computing.
 - Specialist windows computing.
 - Using the web to get things done.
 - Beyond email.
 - Tech savvy tips and tricks.
 - Computer skills.
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Windows Basics

This course is designed to get the users to know the basics of using Windows.

This course last for a maximum of 2 weeks.

This course covers many topics.

We will cover:

All about Windows.

Getting started with Windows.

Working with files.

Finding files on your computer.

Common computer tasks.

Adjusting your settings.

Understanding user accounts.

Keyboard shortcuts.



Windows Basics

Week 1– Introduction to Windows

In this weeks lessons students will learn the following outcomes

All about Windows.

Navigating Windows.

Working with files.

Finding files on your computer.

Common computer tasks.



Windows Basics

Week 2 - Doing more with Windows

In this weeks lessons students will learn the following outcomes

- Adjusting your settings.
- Understanding user accounts.
- Keyboard shortcuts in Windows.

This week students will also undertake an quiz to see how they progressed on this course



Windows Basics

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 - Computer skills.
- 

Internet Basics

This course is designed to get the users to know the basics of using the internet.

This course last for a maximum of 2 weeks.

This course covers many topics.

We will cover:

What can you do online.

Connecting to the internet.

Understanding the cloud.

Using a web browser.

Understanding hyperlinks.

Downloading and uploading.

Using search engines.

Understanding URLs.

How to set up a WiFi network.



Internet Basics

Week 1– Introduction to the internet.

In this weeks lessons students will learn the following outcomes

What is the internet?

What can you do online?

Connecting to the internet.

Understanding the cloud.

Using a web browser.

Understanding hyperlinks.



Internet Basics

Week 2 - Doing more online

In this weeks lessons students will learn the following outcomes

Downloading and uploading.

Using search engines.

Understanding URLs.

How to set up a Wi-Fi network.

This week students will also undertake an quiz to see how they progressed on this course



Internet Basics

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 - Computer skills.
- 

Email Basics

This course is designed to get the users to know the basics of using emails.

This course last for a maximum of 2 weeks.

This course covers many topics.

We will cover:

Getting to know email.

Common email features.

Email etiquette and safety.

Email violations can jeopardise your job.

Avoiding spam and phishing.

How formal an email should be.



Email Basics

Week 1– Introduction to emails.

In this weeks lessons students will learn the following outcomes

Introduction to email.

Common email features.

Contact and calendars.

Email etiquette and safety.



Email Basics

Week 2 - Doing more with emails

In this weeks lessons students will learn the following outcomes

Email violations can jeopardise your job.

Avoiding spam and phishing.

How formal should an email be?

This week students will also undertake an quiz to see how they progressed on this course



Email Basics

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- 

Internet Safety

This course is designed to get the users to know how to stay safe while online

This course last for a maximum of 2 weeks.

This course covers many topics.

We will cover:

Creating strong passwords.

Your browser's security features.

Avoiding spam and phishing.

How to avoid malware.

Safe online shopping.

Understanding browser tracking.

Social media privacy basics.

What to do if your computer gets a virus.

Installing and updating browser plugins.

Using phone verification.

Wi-Fi security



Internet safety

Week 1– Introduction to staying safe online.

In this weeks lessons students will learn the following outcomes

Creating strong passwords.

Browser security features.

Spam and phishing.

Avoiding malware.

Safe online shopping.

Browser tracking.



Internet safety

Week 2 - protecting your personal data

In this weeks lessons students will learn the following outcomes

Social media privacy

What to do if your computer gets a virus

Installing and updating browser plugins

Using phone verification

Wi-Fi security

This week students will also undertake an quiz to see how they progressed on this course





How to apply

How to apply

Its easy to apply all you need to do is fill out an application form and hand it to the tutor at the event.

Alternatively you can call one of our tutors who will be able to talk to you at a later date.

Call 0742 535 7081 9am—5pm

If there is no answer leave your name and number and one of our tutors will call you back.





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